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407 Nepotism

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Nepotism Policy

Purpose

The purpose of this policy is to clearly define the standards and procedures regarding the employment of close relatives or household members within the same or different departments, while maintaining transparency, fairness, and integrity in all employment-related decisions.

Policy Statement

The organization permits the employment of qualified relatives of employees, including members of the same household, provided that such employment does not create actual or perceived conflicts of interest. Relationships must not compromise supervision, decision-making, or workplace equity.

For the purposes of this policy, “immediate family” includes:

Spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, step-relative, or any member of the employee’s household.

Employment Guidelines

- **No Supervisory Conflict:**

Individuals who are related by blood, marriage, or household residence may be employed in the same department, provided that no direct reporting or supervisory relationship exists between them. No employee may work within the same chain of command where one has influence over the other’s:

- Job responsibilities
- Salary
- Working hours
- Career progression
- Performance evaluations

- Benefits
- Disciplinary actions
- **Equal Treatment:**
Related employees may not influence each other's terms and conditions of employment, directly or indirectly.
- **Change in Relationship During Employment:**
Employees who become related or join the same household after hire (e.g., marriage or cohabitation) will be subject to this policy. If a conflict arises, the organization may reassign or transfer one of the employees at the earliest practical opportunity.

Exceptions to the Policy

- **Reporting Conflicts:**
Any potential conflict of interest arising from familial or marital relationships—whether through hiring, internal movement, or organizational restructuring—must be reported to all members of the Board of Directors within 30 days of the change.
- **Approval of Exceptions:**
Any exception to this policy must be approved in writing by the Board Chair prior to implementation.
- **Secondary Approvals for Key Employment Actions:**
If an exception is granted, the following employment actions involving the affected employee must receive secondary written approval from the Board Chair:
 - Pay changes
 - Promotions or role changes
 - Performance evaluations
 - Disciplinary actions or terminations

Complaints and Conflict Resolution

In cases where a conflict of interest exists between an employee and their supervisor (e.g., a relationship with the Executive Director), any complaints—including those related to discrimination, harassment, or other workplace concerns—must be submitted directly to:

- The organization's Human Resources Representative, and
- The Board Chair

These complaints will be addressed with strict confidentiality, impartiality, and urgency.

Commitment to Fairness

This policy is intended to preserve a professional and equitable work environment by minimizing the potential for favoritism, undue influence, or conflicts of interest stemming from personal relationships.